

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of an Order Adopting a)
Position Description for an Existing)
Position)
(County Surveyor))

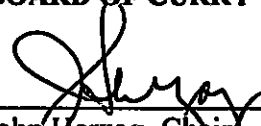
ORDER NO. 23248

WHEREAS, it is the recommendation of Ted Fitzgerald, Director of County Operations, that the Job Description attached hereto and incorporated by reference be adopted because it more accurately describes the duties and functions of the County Surveyor Position in accordance with Oregon Law.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Job Description attached hereto and incorporated herein by reference is adopted for the County Surveyor Position, effective upon the date of this Order.

DATED this 3rd day of May, 2023.

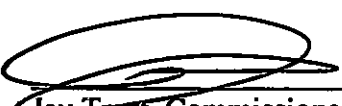
BOARD OF CURRY COUNTY COMMISSIONERS



John Herzog, Chair

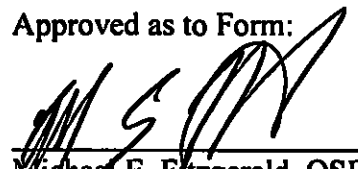


Brad Alcorn, Vice Chair

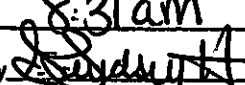


Jay Frost, Commissioner

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel

CS2023-127
Curry County Clerk, Shelley Denney
Filed Date 5 19 2023
Time 8:31 am
Deputy 
S. Lindsay Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: County Surveyor

EXEMPT:	No	
SALARY LEVEL:	As negotiated	
SUPERVISOR:	Directory of Operations/Board of Commissioners	
PREPARED BY:	County Legal Counsel	April 2023

POSITION SUMMARY:

The County Surveyor performs a variety of professional land surveying tasks both in the field and in the office and implements statutory and daily operational duties of the office of the County Surveyor. Administers operations and ensures that County and other survey work done by Land Surveyors conforms to survey map standards, Oregon Revised Statutes and Oregon Administrative Rules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Acts as the primary professional land surveyor in the County, offering consultation with other land surveyors practicing in the County and seeking consultation with other County surveyors and private surveyors regarding unusual or complex cases.

Examines and reviews Subdivision/Partition plats and Maps of Surveys for compliance with Oregon Revised Statutes and local ordinances; files plats and maps and makes them available for examination by the public and provides copies; maintains County online database of plats and maps; coordinates with citizens and private surveyors concerning said plats and maps.

Researches the written record of Public Land Survey System (PLSS) corners; maintains and restores PLSS corner monumentation and records, including direct communication with property owners to facilitate corner restoration. Monitors industry and legislative changes which significantly impact the practice of Surveying; compiles reports pairing changes with operational need for the budgetary process.

Directs survey projects and determines survey plan and data collection methods; collects and processes survey data in the field. Coordinates with the County Assessor and provides geodetic survey data in support of the preparation of County assessment maps; provides technical support to cartographers on cadastral mapping.

Researches land and title records and proposes resolutions for property boundaries; compiles chain of title reports and identifies conflicts and ambiguities in the written record.

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Evaluates title, survey, and boundary records in conjunction with survey data; writes reports and provides proposed boundary resolutions.

Reviews agency comment requests for land use approvals and provides written comment to public land use agencies regarding platting and land development matters.
Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for requests; monitors and controls expenditures.

Provides assistance to the general public and all other bodies on matters relating to County Survey records.

Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervision of clerical staff.

QUALIFICATION REQUIREMENTS:

Knowledge of -

Thorough knowledge of principles, practices and procedures of County surveying;
Thorough knowledge of principles, methods and techniques of land surveying;
Thorough knowledge of contemporary survey recording technology, practices and equipment;
Thorough knowledge of indexing and maintaining surveys, road maps and field notes.

Ability to -

Effectively administer a variety of administrative and technical activities and projects;
Interpret and apply applicable Federal, State and local laws, rules, regulations statutes, ordinances and policies;
Establish and maintain cooperative working relationships with those contacted in the course of work;
Communicate clearly and concisely, both orally and in writing;
Prepare and administer budget;
Supervise, train and evaluate assigned staff.

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QUALIFICATION REQUIREMENTS (cont):

Skill in –

Use of specialized office and field equipment used in survey work including personal computers, CAD software and drafting, GPS receivers and data collection.

EDUCATION AND EXPERIENCE:

A Bachelor's degree or the equivalent with major course work in land surveying or a related field; a minimum five years of responsible professional land surveying experience; or any satisfactory equivalent of experience and training.

Special requirements -

Possession of current registration as a Professional Land Surveyor (PLS) in the State of Oregon.

Possession of a valid driver license.

PHYSICAL DEMANDS:

Ability to perform survey work outdoors sometimes on uneven surfaces and in inclement weather.

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.